



Folk Arts Apprenticeship Grant Guidelines

DESCRIPTION

Over the centuries, traditional crafts, music, dance and stories have been passed down from person to person through families, communities or within tribal, ethnic or occupational groups. **Apprenticeship Grants** are designed to help perpetuate this transmission of traditional skills and cultural repertoires by supporting one-on-one teaching between a master artist and a mid-level apprentice from the same cultural community. The master artist and the apprentice can meet together every day, every week, or just occasionally, but generally an apprenticeship lasts for an extended period of time. The goals of Apprenticeship Grants are to recognize master artists for their skills, help compensate them for their time and assist the apprentice in becoming a master artist who, someday, will pass this knowledge along to subsequent generations.

Any kind of traditional or ethnic art that takes place within a community, family, or small group can qualify for a Folk Arts grant. Native American crafts, dancing, drumming and singing are examples of folk and traditional arts. So are pioneer crafts like saddle making, rawhide braiding, quilting, whittling, rugmaking and other needle crafts. Traditional kinds of music and dance are also folk arts. Ethnic arts, arts practiced by people who have a family or community heritage from another country, are important regardless of whether the family has been in this country for many generations or has arrived recently. If the art form is traditional and occurs within a community, it may be eligible.

FUNDING ELIGIBILITY

Who Can Apply?

Artists

Limitations/ Restrictions

- Apprenticeship projects last from three to twelve months, and must begin after July 1, 2010 and be completed by May 31, 2011.
- Funds can only be used to 1) pay the master artist for the time spent teaching, 2) purchase supplies or tools needed for the teaching process, and 3) reimburse the master and/or apprentice artist for travel expenses.
- The master artist does not have to reside in Utah, but the apprentice must be a Utah resident.
- Applicants younger than 18 years of age are only allowed to apply as apprentices if their artistic traditions are typically passed down to persons under 18.
- Applicants must have valid social security numbers.
- Funding is not available to support arts forms based in historical re-creation or traditions borrowed from another culture or time.

Utah Arts Council Grant Policies

- Late applications are not accepted.
- Paper applications are not accepted
- All individuals and organizations applying for grants must have a DUNS number. For more information on applying for a DUNS number, click [HERE](#)
- Applicants may apply for any Utah Arts Council (UAC) grants for which eligibility requirement are met; however, applicants will only be funded for **one** UAC grant per fiscal year.

REVIEW CRITERIA

Applications will be reviewed by a panel of community representatives and Utah Arts Council board members. The panel will evaluate each application based on the following criteria:

- The art form is based in tradition and the applicants belong to the same cultural community.
- The master is recognized by his/her community and peers for authenticity and artistic excellence.
- The apprentice has experience with the art form to be studied or with a closely related art form.
- The project will likely be successful based on the teaching plan, schedule, budget and the applicants' dedication to the art form.
- BOTH the master artist and the apprentice must submit samples of their best work.

APPLICATION PROCESS

Initial Approach

Applicants are encouraged to contact a Folk Arts staff member at 801-533-5760 to discuss your proposal and to ensure your project qualifies for funding under this grant category.

Deadline

A complete grant, with all attachments, must be submitted online by **March 31, 2010** at 5 p.m. MST.

Request Amount

\$0 minimum to \$2,000 maximum

Online Submission Process

1. In order to apply for a Utah Arts Council grant, you must be registered in the online grants system. To register, visit dccgrants.org and click on "register as new user" and fill out all fields that pertain to you and your educational organization. PLEASE USE Proper Case, no ALL UPPER CASE, and no all lower case and avoid using any symbols like #"/.!\ etc.
2. You will receive an email that may confirm your registration and it will have a link to our online grants management system. BOOKMARK this page so you can easily find it again.

SAVE the email in your Saved Messages folder. The URL is easy to remember:
dccgrants.org.

3. After logging in, read the instructions regarding system requirements (for example your browser needs Flash version 10 or higher).
4. You can navigate to the Online Grants by clicking on the “Grants, RFQs Applications” menu item on the Navigation Bar
5. Highlight the grant opportunity available in the Available Opportunities section of the page, and either click the View Opportunity Details button for more information about the grant opportunity, or click the Apply for Selected Opportunity button to create the application for this opportunity.
6. Once the application has been created, double-click on the application under My Applications section, and begin entering your information. You may save and return to the application as many times as you need be before the DEADLINE. After the DEADLINE, you will no longer be able to work on the application.
7. Once you press the SUBMIT button, the application is locked and you will no longer be able to view or edit your application. To unlock the application please call the grants administrator.
8. Contact a Folk Arts staff member if you have difficulty anywhere in this process.

Grant Funding Process

- **February – Guidelines Available**
Application guidelines are available in February 2010 on the [Division of Arts and Museums website](#).
- **February – Online Application Available**
Potential grantees can begin filling out their online grants on February 17, 2010.
- **March 31, 2010 – Final Application Due**
All applicants must submit a final application, using the online grants management system, by the March deadline. Acknowledgement that the application has been successfully received will be sent by email.
- **Early April – Staff Review**
Staff reviews online applications for completeness and eligibility, and may contact an applicant for clarification and additional information. Applicants will also be contacted and given a due date for mailing or delivering samples of their best work for review.
- **Late April – Panel Review**
Application review panels, comprised of cultural experts, meet in April. Artistic samples from applicants are presented. Each application is reviewed and scored in accordance with panel evaluation criteria in the guidelines.
- **May – Utah Arts Council Board Approval**
Grant awards depend on the category applied to, how much funding was requested, how the applicant scored in the panel review process, and how much funding is available from the state and National Endowment for the Arts. The Utah Arts Council Board of Directors reviews funding recommendations in May for final review and approval.

- **June – Notification and Contracts**

Applicants are notified in June. A letter is sent to applicants not recommended for funding. Contracts are prepared and e-mailed to successful applicants. Both the Utah Arts Council and applicants must sign the contract before reimbursement requests can be made.

- **July – Project Timeline and Payment Schedule**

Project may not begin prior to July 1, 2010 and must be completed by May 31, 2011. Payments may be made in two installments. The first payment for 75 percent of the grant award is made when the teaching project is scheduled to begin. This payment covers the majority of the teaching fees, the purchase of supplies and materials, space rental, travel costs, and anything else involved in the teaching expenses. The final payment is made when the teaching project is complete. All grant payments must be issued by June 30, 2011.

GRANT PREPARATION

Below is a list of information to prepare and questions you will need to answer to complete your online grant submission:

All Applicants

- Contact information
- Congressional and Utah Legislature leaders in your area
- DUNS number

Master Artist

- Description of the traditional art form, occupational skill, or tradition you practice and want to teach, including who taught you, where and when you learned it, and if you know of other people in your community who practice this art form
- Explanation about the history of this traditional art in your community, whether it is a part of everyday life or is it reserved for ceremonies, rituals, or other special occasions
- Explanation of how the community views your art, including whether you have a particular style, a unique sound, or a special technique
- Explanation of why it is important for you to teach this apprenticeship
- Explanation of why you chose your apprentice, if you share the same cultural community, how long have you known each other, and if are you related
- Explanation of if you have taught other people, who they are, if they continue this tradition

Apprentice Artist

- Description of your cultural background and who or what influenced you to take up this art form
- Explanation of where and at what age you began working on this art form including description of the role it plays in your life and in the life of your community or group

- Description of your prior experience in the art form you want to learn including whether you are a beginner and if you have experience in another related art form
- Description of the master's relationship to you or to your community, why you chose this person for your master and if you have worked together before
- Explanation of what you want to accomplish during this apprenticeship
- Explanation of your plans to continue working on this art form after the apprenticeship ends and if you will pass on the skills you have learned to others

Work Plan

- Step-by-step description of what the master will teach during the apprenticeship
- Description of what the apprentice will have accomplished, on his or her own, at the end of the apprenticeship
- Details of your meeting schedule including start and end meeting dates, frequency of meetings and where you will meet

SUPPLEMENTAL MATERIALS

Financial Worksheet

Please fill out the **Project Budget** worksheet available as part of the online application.

Other Materials

- Photocopy of valid Social Security Card (for successful applicants)
- Both the master artist and the apprentice **MUST** submit samples of their work or the request cannot be considered.

ADDITIONAL INFORMATION

- Working together, the master and apprentice should develop and agree upon a work plan that includes 1) the teaching goals, 2) the meeting site and schedule and 2) a list of necessary supplies and materials.
- Both master and apprentice artists must provide samples of their own work to prove the quality of their artistry. Folk Arts staff will contact applicants with specific instructions for submitting samples for review by the grant selection panel.
- Priority may be given to art forms with few practitioners.
- Projects are funded to reflect Utah's cultural diversity and to reach all regions of the state.
- In-family apprenticeships are encouraged.
- Grantees must agree to an on-site visit by Folk Arts staff to document the progress of the project.
- Recipients are encouraged to design a public presentation featuring skills learned through the apprenticeship and they may be invited to perform at a public event produced by the Division of Arts and Museums.
- Payments are reported to the Internal Revenue Service as income and recipients are responsible for calculating the amount of money they owe in taxes.